



Effective Personal Productivity (EPM)

The Effective Personal Management workshop will give you the tools to help you accomplish your most important goals and priorities.

- Crystallize Your Thinking for Success.
- Develop a Plan for Achieving your Goals and a Deadline for its Attainment.
- Develop a Sincere Desire for the Things You Want in Life.
- Develop Supreme Confidence in Yourself and Your Own Abilities.
- Develop a Dogged Determination to follow through on your plan, regardless of obstacles, criticism or circumstances, or what other people say, think, or do.

WORKSHOP OUTLINE:

<p><u>PART ONE: Principles of Effective Personal Management</u></p> <ul style="list-style-type: none"> • High Pay Off Activities - 80 / 20 Principle • “Crisis Mode” Management • Tyranny of the Urgent • “Proactive” Management • You Know What to do Next • Benefits of Planning and Setting Goals 	<p><u>PART THREE: Delegation and Time Management</u></p> <ul style="list-style-type: none"> • The Art of Delegation • Delegation Plan • Goals Tracking • Time Picture – Tracking High Pay Off Activities • Monthly Planner • Future Planning • Monthly Planning Steps • Daily Organizing Steps
<p><u>PART TWO: Becoming a total Person – The Wheel of Life</u></p> <ul style="list-style-type: none"> • The Ten Commitments • Wheel of Life • Putting the Wheel to Work • Master List of Goals • Mission / Purpose Worksheet • Monthly Planning Worksheet • Goal Planning Sheet • Goal Planning Sheet (Page 2) • Affirmations • Visualization 	<p><u>PART FOUR: Effective Communication</u></p> <ul style="list-style-type: none"> • The Role of Empathy in Communication • Communications Styles • Communication Planner • Presentations

Rates - ALL PRICES IN TTD

Total Cost: **\$3,375.00**

Payment Plan:

- ***Full payment required upfront to start program.***
- Once down payment is made, we can then decide which four Saturdays/Sundays work best for the group to meet for sessions.
- A group of at least 3 persons is necessary to begin.
- **Note- This program consists of 4 half day sessions.**

Join us today. You deserve to get control of your time!

